

## City of Burlington / CDBG 2012 Application Form

Eligibility \_\_\_\_\_ National Objective \_\_\_\_\_ NRSA \_\_\_\_\_  
(Office Use)

Project # \_\_\_\_\_  
(Office Use)

**Project Name:** Sara Holbrook Community Center's Teen Program

**Project Location/Address:** 130 Gosse Court

**Organization:** Sara Holbrook Community Center

**Mailing Address:** 66 north Avenue, Burlington, VT 05401

**Contact:** Leisa Pollander

**Title:** Executive Director

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**I. CDBG Funding Request:**

\$ 10,000

**II. Project Summary:** Briefly describe the project or program to be funded with CDBG. (Please use a one or two sentence description – there is room in Section IV for more detail.)

The SHCC provides teens with drop-in and programmed services at 3 sites in the city – the New North End Youth Center, located at the Robert Miller Recreation Center, the Sara Holbrook Community Center and Hunt Middle School. An additional component of programming, the Green Family Adventure Program, is added during the summer months.

**III. Description of Organization:** Describe the capacity of your organization to successfully carry out the program activities. What is your mission, and how do the proposed activities fit with your mission?

For 74 years, the SHCC has been providing an array of services to meet the needs of the community. Modeled after the settlement houses of New York City, the mission of the agency is to develop responsible and productive children, youth and families thorough social development, educational and recreational opportunities. The Center serves Chittenden County, with a primary focus on the north end of Burlington.

The Center's 17 member board of directors brings a variety of skills to the organization. They have a long-standing reputation as committed, involved volunteers who are knowledgeable about all facets of the organization and its programs. All board members also volunteer in programs and in fundraising events, and build the agency's capacity through fostering connections to the philanthropically minded.

The pre-school staff is complemented by a long-standing employee who has been providing exemplary childcare to families for 40+ years. The executive director has worked for 30+ years as a social worker in a variety of Vermont communities. She has extensive experience in program development and assessment, as well as in staff, board and financial development.

Founded in 1937, the Center primarily served the newly-arrived Irish, French-Canadian and Italian families who migrated to Burlington to work in the mills, lumber yards, and quarries and on the Burlington waterfront. With the influx of new arrivals from around the world, the vision – and the work – of Sara Holbrook continues.

#### IV. Project Description:

- a. Describe the specific activities to be carried out by your project with CDBG dollars and the accomplishments you plan to achieve. Please distinguish the total number to be served from the number of Burlington clients to be served. Be specific about the tasks / work that CDBG will pay for. Use the table below, adding rows if necessary. You may add narrative below the table if needed for further description.

Specific Service / Activity:	CDBG will pay for:	Unduplicated Total # of Households / Persons to be Served in this Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	Outcome(s) to be Achieved:
Positive, healthy activities planned and implemented	Staff salaries	600	600	Youth make constructive use of non-school time by participating in positive, well supervised recreational activities

- b. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) described above. All staff that appear in the salary / benefits line items in your budget (Section XV) must be described below. Add rows if necessary.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
planning and implementing program offerings	Teen Director	<ul style="list-style-type: none"> <li>• hiring/supervising staff</li> <li>• planning &amp; executing teen activities</li> </ul>	40	29%

#### V. Beneficiary Information

- a. For each service / activity you identified in Section IV, please project how the Burlington residents will break out into the following income categories. Use the Income Table at [http://www.cedoburlington.org/cdbg/income\\_limits.htm](http://www.cedoburlington.org/cdbg/income_limits.htm).

Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
Planning and implementing program offerings	600	600			

- b. Please provide a single unduplicated total beneficiary count below:

Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
600	600			

- c. How will/do you document beneficiary income levels?

The SHCC shares sign-in data with the Burlington School District because the district counts SHCC teens for the 21 Century Afterschool grant through the Vermont Dept. of Education; the school district then reports back the total number of youth receiving free and reduced lunch. Hunt Middle School currently has a 60% free/reduced lunch cohort.

## **VI. Problem Statement**

### **a. What particular problem or need will this project address?**

The SHCC Teen program engages youth with committed, caring adults in fun programming that not only keeps kids safe during out-of-school time when parents are working; programming sets the stage for trying new activities that boost developmental assets and spur interest in recreational activities that have the potential to become life-long interests.

The SHCC Teen program, operating from 3 sites in Burlington, provides middle and high school students a safe place to hang out with their friends, access homework help, shoot some hoops or play pool or board games, or participate in a structured activity that may be enrichment based or may be purely recreational. Middle school drop in hours are available Monday – Friday from 2:30 – 5:30, while high school drop-in hours are available Monday – Thursday from 6:00 – 9:00. Best practice in the field of youth services necessitates the separation of middle and high school students in recognition of the distinction between the developmental stages of middle school vs. high school aged youth. Friday nights are reserved for community outings or dances; swimming at Sports & Fitness Edge, climbing at Petra Cliffs, going to the movies – all are popular activities. During the summer, the SHCC 's Youth Adventure Camp gets kids out and about, hiking the Long Trail, mountain biking at Catamount, camping at Lake Elmore, sailing, fishing and kayaking on Lake Champlain

### **b. How was this need identified?**

Sixteen years ago, a group of parents in the new north end of the city recognized that, while over 50% of the city's children resided in the NNE, there was no place for kids to hang out in a safe-well-supervised venue. Over 50% of middle and high school students were going home where no adult was present because of work hours. Community members worked with the Vermont National Guard to dedicate space in the armory on Gosse Court, now known as the New North End Youth Center (NNEYC) in the Robert Miller Recreational Center. These caring, committed volunteers wrote grants and scouted out private funding sources to staff the space 2 afternoons per week. In 2002, the NNEYC came under the umbrella of the Sara Holbrook Community Center, building agency capacity and saving on administrative costs.

### **c. Why is this a funding priority for Burlington?**

Keeping youth safe and well supervised during critical out of school time reduces police, correction and property damage costs, and enhances community health, safety and quality of life, while supporting positive youth development.

## **VII. Program Goals: How will this project reduce the number of people living in poverty? Will it help people move out of poverty? Prevent people from entering poverty? Address basic needs of people living in poverty?**

This program addresses the basic needs of people living in poverty; working parents need the reassurance that their child(ren) are safe and well-cared for during out-of-school time.

- a. Are you targeting any specific disadvantaged population/group of people? If so, who are they? (i.e., people with disabilities, minorities, women with children living in poverty, people with limited English proficiency, at-risk youth, etc.)**

The SHCC Teen sites are open to any youth who chooses to participate in programming. Because of the proximity of the Miller Rec Center and Hunt Middle School to Farrington Trailer Park, Northgate and Franklin Square, many of the youth served come from low-income families; many are English Language Learners and many are at-risk youth. The primary Sara Holbrook site in the old north end is in what was previously designated a federal enterprise zone – the same youth demographic applies.

**VIII. Equal Opportunity/Accessibility:**

- a. How do you make sure your programs are accessible to all, inclusive and culturally appropriate?**

All SHCC facilities are handicap accessible. The SHCC is an EOE employer.

- b. Describe the diversity status of (i) your staff for this program and (ii) your Board. How does that compare with the diversity status of the clients of the program / project you're requesting funding for?**

The staff and the board include members of the GLBT community; accommodations are made for both staff and board members with disabilities. Open board positions are recruited based on the skill set needed by the agency at that given time; all board members are expected to assist the agency with community connections that support the financial needs of the agency. Staff members last year included low-income native Vermonters, Native Americans, an African American and a Congolese refugee.

- c. Describe the diversity / cultural competency trainings that your staff and Board have participated in during the last year.**

SHCC staff attended "Supporting Families As Dual Language Learners". The Executive Director and program recruitment staff attended a day-long conference on diversity sponsored by the Greater Burlington Multicultural Resource Center, as well as a day-long conference on Building Bridges Out of Poverty. The SHCC's board President is an active member of "Diversity Now", and serves on the board of Vermont Family Network.

**IX. Impact and Evaluation:**

- a. How do you define success? How do you measure it? How many of your beneficiaries achieve it?**

Success is evaluated through annual surveys, asking youth to assess 5 core program outcomes:

- Safety: Do you feel comfortable at the SHCC – 90% said Yes – Is this a good place for you to be after school = 89% said Yes
- Adults: Would you say the staff care about the kids here – 78% said Yes – Are the staff at the SHCC helpful – 80% said Yes
- Connection: Do you feel like you belong when you are at the SHCC – 83% said Yes
- Values: Does coming to the SHCC help kids figure out what is "right" for them – 88% said Yes
- Decisions: Does coming to the SHCC help you stay away from things that aren't good for you – 71% said Yes

- b. If this is an existing project:**

- 1. What were your projected accomplishments for your most recent completed funding period or fiscal year?**

We projected that 600 unduplicated youth would be served by the program.

**2. What were your actual accomplishments for that period? If you did not meet projections, please explain (i) why and (ii) how you will overcome that issue in the future.**

A total of 580 youth were served from 7/1/10 – 6/30/11. Youth reported on 5 core program outcomes:

- Safety: Youth feel safe at the program/site
- Adults: Youth feel connected to caring adults who act as positive role models
- Connection: Youth feel connected to their community
- Values: Youth develop a strong sense of self and core values that shape their choices and interactions
- Decisions: Youth make healthy decisions that help them succeed

Daily middle school numbers range from 30 – 65 kiddos. We are working to increase high school numbers in an effort to achieve our projected target. High School aged students at BHS have been surveyed in an effort to garner their interest level for a variety of offerings.

**X. Community Participation & Partners**

**a. How are the community and/or program participants involved in decision-making and in identifying the program need, design and/or evaluation?**

Youth are surveyed annually to assess program satisfaction and to evaluate 5 core outcomes. The 5 outcomes, and the specific questions used to assess each outcome, were designed by SHCC staff whom met regularly with staff from the King Street Center and the Boys and Girls Club of Burlington from 2006- 2008 as part of a youth affinity group facilitated by the United Way of Chittenden County. This group defined the 5 core outcomes as the fundamental outcomes desired for the youth attending their programs, and as the basis for additional, longer-term outcomes youth experience as a result of their participation in youth programs. Youth are also surveyed to extract input that assists with designing program offerings.

**b. Who do you mainly work with (i.e., what partners) to get the outcomes you want for your clients?**

Burlington Parks and Recreation, King Street Center, Boys and Girls Club of Burlington, The Burlington School District, Essex Recreation, the Burlington Police Department and the United Way of Chittenden County are all key players.

**XI. Sustainability**

**a. How will this project have a long-term benefit to the City of Burlington?**

This project boosts youth assets; teens need to feel valued by the community. This prevention program reduces unsupervised out-of-school time and links youth to positive adult role models.

**b. If the project ends, will that benefit continue?**

That would be questionable - if the project ends, then many of the city's most vulnerable youth are left unsupervised.

**c. If CDBG funding ends, will the project be sustainable (i.e., able to continue)?**

The SHCC has seen a steady erosion of city support for teens. Twelve years ago, each youth site in the city received approximately \$8,000; the current CDBG allocation is approximately \$2,272. Many of the agency's stalwart funders (notably the Turrell Fund) have shifted giving priorities from general operating support of **all** children's programs to 0-age 3 funding, leaving teens out in the cold. In its heyday, the agency had received \$32,000 annually from Turrell in support of all kids program; with the realignment of giving priorities, in 2012 there will be no funding from this source. If another **large** pool of funding is not available, the SHCC will be looking at reducing service hours.

## **XII. Consistency**

### **a. What Consolidated Plan objective does this project support?**

Objective SL-1.3: Help 400 youth access after school and summer recreational opportunities each year over the next 5 years.

### **b. What other City plans, if any, does this project support or complement?**

The prevention focus of this program helps improve quality of life by engaging youth in safe, well supervised activities; it also thwarts substance abuse, criminal activity and risk taking.

## **XIII. Readiness to Proceed**

### **a. Is the project ready to begin July 1, 2012 and be completed by June 30, 2013? Yes.**

### **b. If not, what are the expected start and completion dates?**

### **c. Are there any other conditions (i.e., obtaining permits, the availability of other funding, etc.) that may affect your ability to begin or complete this project? There are no conditions foreseen that may affect the start or completion of this project.**

## **XIV. Financial Narrative**

### **a. Why should CDBG resources, as opposed to other sources of funding, be used for this project?**

Other sources of funding (foundations and city of Burlington CDBG monies) have been steadily eroding. CDBG monies address the needs of youth living in poverty and give a safe place to oversee some of the city's most vulnerable citizens.

### **b. Describe your use of community resources. For example, will your project be matched or leveraged with other funding sources or resources (such as volunteers) that don't appear in the budget summary below?**

There are many other resources that provide inkind, not reflected in the program's budget – volunteers are recruited from the United Way Volunteer Connection, interns are accessed through UVM, St. Michael's College, Champlain College, Burlington College and CCV. Burlington Parks and Recreation rents space to the SHCC at less than market rate, and coordinates in providing special activities and transportation. The King Street Center and the Boys and Girls Club of Burlington collaborate to provide joint programming (swimming, dances, summer employment opportunities with the King Street Lemonade Stand). Community volunteers step forth to assist with programming – Friends of Burlington Gardens, etc.

### **c. Has your organization had any significant changes in funding levels over the last year? If so, please describe.**

Yes – see XI c, above. Small foundation **and** city support of the project has steadily eroded. In addition, the Burlington Parks and Recreation Committee has begun preliminary discussion regarding raising the rental fee charged for the use of space in the Miller Recreation Center – yet another erosion of city support.

**d. What percent of Agency funds are used for administration vs. program costs?**

Per 2011 audit, administration = 13.4%, program costs = 86.6% of agency funds.

**XV. Budget**

**a. Summary**

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 2,272	\$ 10,000	10,166	\$ 21,000
State	0	0	0	0
Federal	0	0	0	0
United Way	24,000	26,000	103,000	116,000
Private	158,728	150,500	290,310	269,500
Program Income	0	0	175,000	175,000
Other	0	0	8,100	8,500
<b>Total</b>	<b>\$ 185,000</b>	<b>\$ 186,500</b> **	<b>\$ 586,576</b>	<b>\$ 590,000</b>

\* Must match your CDBG request amount on Page 1.

\*\* Must match in all three boxes on Pages 7 and 8.

**b. Proposed Project Budget Sources**

CDBG	\$ 10,000 *
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
	\$ 0
	\$
	\$
	\$
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
	\$ 0
	\$
	\$
	\$
United Way of Chittenden County	\$ 26,000
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
	\$ 150,500
	\$
	\$
Other – please specify (i.e., fee-for-service, etc.)	0
	\$
	\$
TOTAL	\$ 186,500 **

**c. Proposed Budget Uses: Please be sure that all funding uses (including staff) that appear in Section IV also appear here.**

<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
salaries	\$ 10,000	\$ 139,367	\$ 149,367
benefits	\$ 0	\$ 20,000	\$ 20,000
occupancy	\$ 0	\$ 10,000	\$ 10,000
other	\$ 0	\$ 7,133	\$ 7,133
	\$	\$	\$
TOTAL	\$ 10,000 *	\$ 176,500	\$ 186,500 **

\* Must match your CDBG request amount on Page 1.

\*\* Must match in all three boxes on Pages 7 and 8.